

**APPLICATION FOR LICENSURE  
(INITIAL OR CHANGE OF OWNERSHIP) AND AOS DEGREE  
PROCEDURE**

When completing the application for initial licensure or change of ownership, please refer to the PSC-14 form, "Proprietary School License Requirements Checklist".

The original, completed copy of the initial/change of ownership application must reach our office at least forty-five (45) days prior to the Commission meeting for which the application is being submitted so that staff can review the application for completeness and compliance. The application must be submitted in a three-ring binder, and each section of the application is to be tabbed to correspond to the numerical listing on the 22-point "Proprietary School License Requirements Checklist".

If revisions, deletions, additions, etc., are necessary, the applicant will be notified by mail and a deadline for completion of these changes will be set and strictly adhered to by staff. The applicable fees and eight (8) bound and tabbed copies of the application are submitted when the application has been deemed complete and compliant by staff.

When completing the application for the AOS Degree, please refer to the PSC-11 form, "Application for Associate in Occupational Studies Degree".

The original, completed copy of the AOS Degree application must reach our office at least forty-five (45) days prior to the Commission meeting for which the application is being submitted so that staff can review the application for completeness and compliance. The application must be submitted in a three-ring binder, with the required six (6) sections of the application tabbed.

If revisions, deletions, additions, etc., are necessary, the applicant will be notified by mail and a deadline for completion of these changes will be set and strictly adhered to by staff. The eight (8) bound and tabbed copies of the application are submitted when the application has been deemed complete and compliant by staff.